

JOB ANNOUNCEMENT

OFFICE SERVICES SUPERVISOR II (GENERAL)

Office Technician (Typing)

Permanent, Full-Time Position in San Francisco

The Coastal Commission is situated in downtown San Francisco near the Embarcadero Bart Station, the transbay bus terminal and other public transportation. We are looking for an individual to work in the Administrative Services Mail and Records Unit. If you are interested in working in an environmentally responsible small state agency, this job may be for you.

The Office Services Supervisor II serves as the Office Manager for the San Francisco Headquarters office. The incumbent also has the responsibility of ensuring that the monthly Commission meeting mailing is accurately duplicated, compiled and distributed within mandated deadlines. The Office Services Supervisor II works closely with the management team and district office staff of all levels to accomplish this goal. In addition, the Office Services Supervisor II directs and supervises the work of clerical support for the reception center, mailing, courier and receiving services, the record storage room and multiple work units. Strong organizational and communication skills are a must for this critical position. We are willing to downgrade the position to Office Technician (Typing) for recruitment purposes and the duties will be adjusted appropriately dependent on the classification used to fill the position.

Desirable Qualifications: Good communication skills, both written and oral; ability to deal with sensitive public contact; excellent organization skills, ability to set priorities and follow through independently on work assignments, computer experience, excellent attendance.

Salary and Benefits: \$2,856-\$3,472 per month for Office Services Supervisor II (General). One hour per month additional vacation or annual leave; various enhanced insurance benefits. \$2,598-\$3,157 per month for Office Technician (Typing).

Who Should Apply: Current state employees or former state employees with transfer or reinstatement rights at the Office Services Supervisor II level or comparable classifications. Eligible individuals on an Office Services Supervisor II list are also encouraged to apply. Appointment is subject to the State Restrictions of Appointment (SROA) provisions. Applicants must clearly indicate the basis of their eligibility, including SROA, surplus, transfer, re-employment status, or list eligibility in the Examination or Title section on the State Application Form 678.

All applications will be reviewed; however, only the most qualified candidates will be interviewed. No relocation expenses will be paid.

How to Apply: Send standard State Application (Form #678) and a current resume to:

Human Resources Office
California Coastal Commission
45 Fremont Street, Suite 1930
San Francisco, CA 94105

Final Filing Date: Until filled.

Eligibility: Appointment to the position must be from an eligible list, a reinstatement of a former state employee, or a transfer within state service to either the Office Services Supervisor II (General) or Office Technician (Typing) classification. We will continue accepting applications until the position is filled.

If you are not a state employee or are not currently on a state civil service list for Office Services Supervisor II you may wish to submit an application. Even though you are not eligible to be considered for the position at this time, in the event that we decide to conduct a civil service examination to expand the existing eligibility lists, you will be notified.

Classification Requirements for Offices Services Supervisor II (General): One year of experience in California state service performing duties of a class with a level of responsibility equivalent to Office Technician. Or, three years of clerical experience, at least one year of which shall have been in a responsible position performing a variety of difficult clerical work or supervising the work of a small group of employees. (Experience in the California state service applied toward this specialized one-year requirement must be performing duties of a class with a level of responsibility equivalent to Office Technician.)

For more information about the Commission or to obtain a State Application (#678), visit our Internet website at: www.coastal.ca.gov.



**California Coastal Commission
Human Resources Office
45 Fremont Street, Suite 1930
San Francisco, CA 94105-2219
(415) 904-5430 or Toll Free: 1-866-831-2540
HumanResources@coastal.ca.gov**

Equal opportunity to all regardless of sex, race, color, creed, national origin, ancestry, disability, age, marital status, sexual orientation, religious or political affiliation. It is the objective of the State of California to achieve a drug-free workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

TDD FOR THE HEARING IMPAIRED (415) 597-5885